

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Classroom Space -- New Building

FROM:

Chief, Administration Officer, OTE  
1016 C of C

EXTENSION

NO.

DATE

8 November 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. New Building Project Office  
7D18 Hqs.
2. Attn: Pam

3.

4.

5.

6.

7.

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9.

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12.

13.

14.

15.

Pam,  
It's unclear to  
me whether [ ]  
is supporting OS's  
request for dedicated  
room(s).

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~~CONFIDENTIAL~~

09 NOV 1984

MEMORANDUM FOR: New Building Project Officer

FROM: [REDACTED]

Chief, Administrative Officer, OTE

SUBJECT: Classroom Space - New Building

1. This is in response to your request that a review be conducted of the various Agency requests for training space in the new Headquarters building.

2. Following several discussions with most of the requesters, it is quite apparent that each office would like to have a designated and separate classroom. However, most reluctantly understand that there will be insufficient space available in the new building for every office to have its own classroom.

3. During the review of the requirements it was quite obvious that the original space requests were well developed, and looked at present and future requirements for training space (see memo from the Office of Security). In only one instance have I questioned the requirement which is based on the assumption that the Agency will give up the Ames building. This would result in a requirement for space in the Headquarters building to administer the applicant typing and shorthand test. I have not included this requirement in this package on the assumption that the Agency will probably continue this recruitment and testing activity in either Rosslyn or some other location near public accommodations and transportation.

4. Another recent development that might assist in meeting future training space requirements is the availability of certain facilities at [REDACTED]. The Office of Training and Education is planning on opening four to six classrooms in [REDACTED]. This should allow some flexibility beyond the requirements for space in the new Headquarters building.

*Not proposed to be kept!*

5. The space requirements in the new building are based on the following assumptions:

- a. 1A07 will remain an OTE designated classroom;
- b. GA-13 will remain an Office of Security designated classroom/meeting area; and
- c. all areas currently set aside for part-time language training and the Self-Study Center will remain so designated.

Regarded Unclassified  
when separated from  
Attachment.

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SUBJECT: Classroom Space - New Building

Considering the foregoing, I believe the following classroom space requirements in the new building will meet the stated training space requirements in the new building:

- a. Two (2) classrooms covering approximately 1200 square feet, i.e. 30' x 30', with a projection booth area located between the two rooms.
- b. Two (2) classrooms covering approximately 500 square feet 20' x 25'. These two rooms will be completely automated with terminals to conduct data processing type training for a number of Agency officers.
- existing?* c. Ten (10) small rooms (10' x 15') to conduct the part-time language training program in the Headquarters area. This program cannot be conducted outside the Headquarters building as the students can only be available for one to two hours at any given time. There are between   Agency employees in this program at any given point in time.
- d. One room of approximately 1800 square feet to accommodate the Self Study Center. This is slightly larger than the space previously occupied by the Center, but with the advent of Computer Based Training (CBT) we foresee the need to add to capability in the near future.

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6. If you have any questions please contact me on x2312.



Ralph E. Bell

Attachment  
As stated

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C O N F I D E N T I A L

29 OCT 1984

MEMORANDUM FOR: Director of Training and Education

ATTENTION: Chief, Administration Division

FROM:   
Director of SecuritySUBJECT: Justification of Requests for Classroom Space  
for the Office of Security in the New Office  
Building (NOB) 

1. In response to your verbal request, this memorandum provides justification for the classroom space requested by the Office of Security in the New Office Building. According to your telephonic instructions, this justification will include the kind of training requirements the classroom will support; how many times per year, month or week the classroom will be in use and the number of students that will be accommodated at each session.

2. The Security Education Group requests classroom space for its sole use to accommodate as many as 30 students and five instructors at a given time. Although class size will vary from 15 to 30 students, depending on the course, the space must be provided for the maximum number of students. It is requested that the room be 450 square feet in size.

3. This classroom should be equipped with an audio visual (AV) room with projection capability into the classroom. The AV room must be of sufficient size to accommodate the storage of several AV rollaway units, slide projector units, tape and slide storage, a work and projection area as well as storage for portable chairs, tables and miscellaneous classroom equipment. This AV room should be located at the rear of the classroom for storage and projection capabilities. The room should be 250 square feet in size. The square footage for both the classroom and the AV room will total 700 square feet. The classroom/AV room will be used exclusively by the Security Education Group and will service the following training courses each year:

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

C O N F I D E N T I A L

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4. The Information Systems Security Group (ISSG) had requested classroom space. Upon review of their requirements, that request is withdrawn. ISSG does have need for classroom space to accommodate [redacted] in a room outfitted with computer equipment. ISSG runs about 6 courses a year of one-week duration. These courses are given at two-month intervals. ISSG will rely on the Office of Training and Education in conjunction with the New Building Project Office to accommodate this requirement with the planned general classroom space in the NOB. ISSG courses must be scheduled with predictability every two months and cannot be accommodated on a first-come, first-served basis. [redacted]

5. The Overseas Security Support Branch (OSSB) has requested classroom space in the NOB. Upon review of their requirements that request is withdrawn. [redacted]

6. If there are any questions regarding these requirements, please address them to [redacted]

[redacted]

[redacted]

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